

# **2009 Census Rehearsal Evaluation Communal Establishments**

December 2009

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## 2009 Rehearsal – Communal Establishments

### 1. Definition and scope for rehearsal

A Communal Establishment (CE) is defined for census purposes as an establishment providing managed accommodation. The main types of communal establishment are:

- Health and Care Establishments (including includes National Health Service (NHS) and private hospitals and hospices, care homes, nursing homes, residential homes, mental health establishments, children's homes, maternity units and rehabilitation centres);
- Access Restricted Establishments (prisons, military and others such as consulates and royal households);
- Educational Establishments (including university halls of residence, boarding schools, residential schools for disabled children, theological and training colleges); and
- Other Managed Establishments (includes hotels, guest houses, bed and breakfasts, health farms, holiday camps, youth hostels).

CEs therefore require different enumeration procedures to households and the scope for the rehearsal was to test these for each type of CE, trialling for the first time the use of Communal Establishment Enumerators (CEen).

#### What was tested:

- use of CEens;
- procedures for enumerating:
  - Ministry of Defence (MOD) establishments;
  - prisons; and
  - student accommodation.
- enumeration of care homes and hospitals (no special procedures put in place);
- interface with Foreign and Commonwealth Office (re protocol letter and list of current Consulate Generals in Scotland);
- use of CEen Enumerator Record Book (ERB);
- reconciliation procedures for CE questionnaires ;
- allocation of work to CEens; and
- pay rate for CEens.

#### What could not be tested:

- enumeration of Royal Households; and enumeration of Hostels.

## 2. Evaluation findings

Pre – determined evaluation points

Description	Success Criteria	Outcome against success criteria	Recommendation	Timeframe
1) Field staff instructions	<p><b>a)</b> Instructions clear and easy to follow.</p> <p><b>b)</b> All situations covered.</p>	<p>Partially achieved:</p> <p><b>a)</b> Standard enumerators who were responsible for enumerating smaller CEs found the definitions of communal establishments and their role in enumerating them difficult to understand.</p> <p><b>b)</b> There was a query about whether supported accommodation was counted as a communal establishment.</p>	<p><b>a)</b> All Communal Establishments should be enumerated by Census Team Leaders (CTLs). This will ensure that specific guidance and training can be targeted at a smaller group of people and will be relevant to all.</p> <p><b>b)</b> Revisit definitions of CEs and revise instructions as necessary.</p>	<p>Feb 2011</p> <p>Oct 2010</p>
2) Enumeration strategy	100 per cent of returned CE questionnaires accurately completed.	This will not be known until data capture is completed.		
3) Reconciliation procedures	All ERBs reconciled correctly.	<p>Achieved:</p> <p>ERBs were correctly reconciled and included in the reconciliation of the appropriate standard</p>	Repeat method in 2011. CTLs will be responsible for enumerating CEs therefore the process will be simpler.	April 2011

Description	Success Criteria	Outcome against success criteria	Recommendation	Timeframe
		enumerator ERBs.		
<b>4) Use of CEens</b>	50 per cent of CE questionnaires completed and returned.	<p>Not achieved: The following factors had an impact on the return rate:</p> <p><b>a)</b> Voluntary nature of rehearsal.</p> <p><b>b)</b> Lack of continuity/too long between initial visit and delivery – Census District Managers (CDM) made initial visit in November. CEens then went back in March.</p> <p><b>c)</b> There was difficulty making contact and arrangements with CE managers due to their working patterns.</p> <p>.</p>	<p><b>a)</b> The compulsory nature of the census in 2011 should improve response rates.</p> <p><b>b)</b> The recommendation is that CTLs will be responsible for the enumeration of CEs including the initial visit which will provide continuity.</p> <p><b>c)</b> CTLs will be advised at their recruitment that they will need to be flexible in the hours they work.</p> <p>.</p>	Feb 2011
<b>5) Guidance to CE managers</b>	Low number of calls to helpline/CEen.	Achieved	Retain guidance for 2011.	Oct 2010

### 3. Other evaluation points

Description	Outcomes/issues	Recommendation(s)
6) Universities/ boarding schools	Due to the timing of the census rehearsal some universities and boarding schools were on holiday. This led to a poor response rate from those in the rehearsal area.	<ul style="list-style-type: none"> <li>• Ensure that questionnaires are delivered in good time to universities/schools.</li> <li>• Investigate options for the enumeration of university accommodation including the possibility of online returns for students.</li> </ul>
7) Enumeration of MOD establishments	The enumeration of the MOD establishment in the rehearsal was not a success. No questionnaires were returned despite a letter advising of the rehearsal and a Defence Instruction Notice (DIN) being issued by the MOD.	Work with the MOD to identify an appropriate solution.
8) Enumeration of hospitals and care homes	Several care homes did not respond, citing the amount of work which it would involve.	<ul style="list-style-type: none"> <li>• The compulsory nature of the census should resolve this issue in 2011.</li> <li>• CTLs will be able to offer guidance and support.</li> </ul>